

Tab L

SUPPLY, TRANSPORTATION AND ADMINISTRATION

This tab provides guidance to the individual/s who will serve on the Inspection Planning Staff (IPS) to provide support in the areas of supply, transportation and administrative support to satisfy the requirements which may be necessary in the event of a Chemical Weapons Convention (CWC) challenge inspection.

RESPONSIBILITIES

Because of the diversity and universality of the tasks associated with this checklist, it is left to the discretion of the Commanding Officer (CO) to decide how best to organize and direct these functions. Past experience has indicated that the Supply Officer should be made responsible for coordinating and providing logistics support to establish the Inspection Ops Center, provide for inspection related work areas, and support all members of the IPS. A separate individual should be assigned to handle the transportation needs of the various participants. Finally, individuals will be needed in the Inspection Ops Center to help with the many administrative requirements that surface during the course of an inspection. They will all work for and report to the Inspection Ops Center Coordinator. This support will also include the requirement and ability to provide 24-hour coverage. Logistics costs directly related to the inspection will be reimbursed by Director, Naval Treaty Implementation Program, SP 2025.

This tab has been consolidated into the three areas of supply, transportation, and administration. As is recommended in other tabs, if separate individuals are assigned responsibilities for each area then a copy of this tab should be made available for their use in their respective area or areas.

This tab assumes that the International Inspection Team (IIT) will provide their own "standard" safety equipment for their use, such as respirators and protective suits, and the inspected site will supply any remaining gear required. The United States Government (USG) escorts are expected to provide their own equipment.

BACKGROUND

The facility will be required to provide an Inspection Ops Center, inspector's work area, a USG escort work area, and a conference/negotiations area. It is critical to the success of the inspection to get the Inspection Ops Center up and running as soon as possible. Under ideal conditions, the Inspection Ops Center should be located in close proximity to the workspaces assigned to the USG escorts and IIT. However, it must be remembered that the IIT, upon arrival at the facility, will not be allowed to cross the perimeter until a final perimeter has been agreed to between the negotiators. Therefore, the selection of the IIT and USG escorts' workspaces should be outside the requested or alternative perimeter and if possible, co-located. Each workspace requires the ability to be secured (locked), a phone, photocopier, and adequate tables and chairs to support the number of members in each group. Additionally, while the inspection team and USG escorts are on the facility, they will require meals and transportation. The Inspection Ops Center will handle a significant amount of correspondence, messages, faxes, site diagrams, cables etc., that will require an experienced administrative assistant to assist with producing, organizing, and distributing the information.

Special materials/supplies may be required for a CWC challenge inspection. The following are examples of what might be required.

- *Shrouding Materials — Materials used to cover sensitive equipment, bulletin boards, or windows. These materials can be as simple as opaque brown wrapping paper or more sophisticated, such as anti-static/fireproof equipment covers.*
- *Site-Unique Safety Gear — Safety equipment or protective gear specifically designed/utilized for facility processes.*

Supply, Transportation and Administration Checklist

Phase 1 — Notification/Initial Planning & Response

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PHASE 1

PHASE 2

PHASE 3

PHASE 4

PHASE 5

PHASE 6

Phase 1 is the time period from initial notification to start of self-monitoring. Self-monitoring must begin NLT 12 hours after International Inspection Team (IIT) arrives at the point of entry (POE).

The Supply Officer should focus on supporting the Inspection Ops Center Coordinator in making the Inspection Ops Center operational within the first 12 hours of notification. Follow guidance and requirements in Tab C, Inspection Operations Center.

Supply:

1. Obtain additional communications equipment required to support the Inspection Ops Center ☐

Coordinate with the Communications Officer for requisition of any equipment needed (Tab K, Communications).

2. Provide facility site diagram/map as directed by Challenge Inspection Officer (CIO) ☐

(Appendix B1, Inspection Negotiations.) Coordinate with the CIO to ensure that sufficient copies of the site map are available.

3. Provide for all administrative supplies required by the Inspection Planning Staff (IPS) ☐

Designate a store-keeper or supply person to provide 24-hour requisition support to the Inspection Ops Center.

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4. Begin to arrange for workspaces, conference areas, and holding area..... ☐

The Inspection Ops Center needs to be separate from, but in close proximity to, the IIT workspaces, the base escort holding area, and the negotiations and briefing spaces. IIT workspace must be in a secure room.

Any inspection-related sampling and analysis will be accomplished by the Edgewood Chemical and Biological Forensic Analytical Center (ECBFAC) Sampling and Analysis Team (S&A Team). The team will come equipped with a suite of transportable sampling and analysis equipment and members will require storage and workspaces when they arrive on site.

For the S&A Team, a work area with a minimum of 150 square feet is required to set up analytical equipment. It should have a door with a minimum width of 41 inches to accommodate analytical equipment; adequate lighting; some level of climatic control (50 to 85 °F); and should be capable of being secured. Primary and alternative workspaces should also be designated. The workspace should have 120 Volt/60Hz with a minimum of four each 20-amp circuits with standard duplex outlets (minimum of three). If this is not available, the S&A Team must be notified as soon as possible (via the Tiger Team or Naval Treaty Implementation Program Treaty Operations Center) in order to plan for the deployment of transportable electrical generators. Three large tables and a minimum of four chairs are desired.

5. Begin to collect information on lodging and meals..... ☐

The Naval Criminal Investigative Service and Defense Threat Reduction Agency coordinators will need lists of available hotels/motels to make possible reservations, including price comparisons, services offered, etc. Coordinate off-base lodging requirements with facility Physical Security Officer. If requested, provide information about possible on-base lodging for use by the USG Escort Team.

6. Attend the CO initial inspection planning meeting and all subsequent IPS meetings; report status of arrangements..... ☐**Transportation:****7. Coordinate Tiger Team transportation requirements, if required ☐**

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- 8. Determine transportation requirements to support verification of the geographic reference point ☐**

Sometime after the arrival of the IIT, there will be a request to verify the specific location indicated in the notification message. The IIT will provide the Global Positioning System (GPS) for this purpose. Coordinate with the CIO and Inspection Ops Center Coordinator for any transportation support.

Administration:

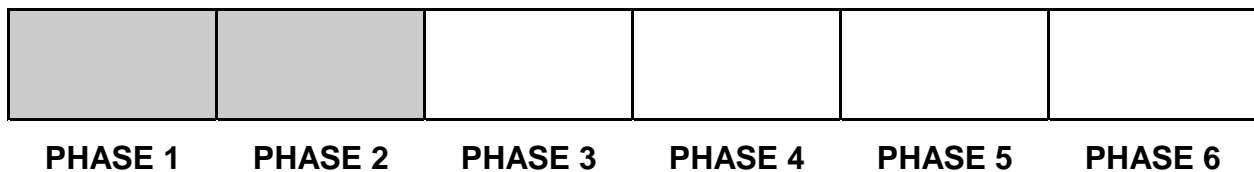
- 9. Assign administrative support personnel to the Inspection Ops Center ☐**

Coordinate with the CIO to determine an appropriate number of administrative support personnel to assist in the Inspection Ops Center. (See Tab C, Inspection Operation Center).

- 10. Attend the CO's initial inspection planning meeting..... ☐**

- 11. Report status of preparation for inspection at Tiger Team planning meeting..... ☐**

Phase 2 — Initial Preparation Activities



Phase 2 is the time period from the start of self-monitoring (which is NLT 12 hours after the IIT arrives at the POE) to the arrival of the IIT at the facility (which must occur by 36 hours after arrival of the IIT at the POE).

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Supply:**12. Coordinate with CIO to ensure purchasing authority ☐**

Inspection-related costs will be paid by Naval Treaty Implementation Program. Procedures must be established to ensure adequate accounting and reporting.

13. Set up and furnish the following required work areas: ☐

- *IIT work area:* Conference tables; chairs; telephone with direct-dial line to the Organization for the Prohibition of Chemical Weapons and Requesting State Party observer's embassy (Communications will set up phones); wastebaskets; coffee pot; include adequate storage area.
- *USG Escort work area:* Conference table; chairs; telephone and fax; dry erase board; wastebaskets; coffee pot.
- *Briefing/conference area:* Conference tables; chairs; dry erase board; overhead projector; projector screen.
- *Base Escort holding area:* Chairs, wastebasket, telephone.

14. Be prepared to provide or recommend a source for temporary rental lodging ☐

Such lodging could include tents, campers, vans, or trailers, in the event that the chief inspector decides to maintain a continuous presence at the perimeter.

15. Ensure that a segregated dining area is provided for the IIT and USG Escort Team use ☐

Provide areas for the course of the inspection, or arrange delivery of meals to the inspector work area/USG escort work area as directed by the CIO. Meals for the IIT must be provided outside the perimeter until it is officially crossed.

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- 16. As directed by the CIO, arrange for after-hours food services.....** ☐

Food could include sandwiches, microwave items, soup, vending machines, etc.

- 17. Determine requirements for meals to be provided for Inspection Ops Center personnel and Tiger Team members** ☐

Coordinate with CIO to determine dining requirements during the inspection.

Transportation:

- 18. Coordinate with CIO to determine vehicular needs (bus with driver).....** ☐

Transportation may be required for off-site transit of the inspection team and USG escorts from/to local airport and to/from local lodging.

- 19. Designate parking places for the vehicles to be used during inspection.....** ☐

Attempt to locate parking spaces near the inspectors' work area to facilitate arrival and departure.

- 20. If requested, support the Physical Security Officer with at least three dedicated vehicles** ☐

Vehicles will be used for the purposes of route security and physical security with one backup vehicle, if off-site transportation is required.

- 21. Determine the type of vehicles needed to support perimeter activities and inspection activities** ☐

Coordinate with the Base Escort Coordinator. The Tiger Team Logistics Coordinator will provide extra vans if needed.

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22. Estimate vehicles and drivers needed to support base preparations ☐

Coordinate with Base Preparation Coordinator.

23. Assign personnel to man/operate base transportation services and maintenance points (fuel) ☐

Administration:

24. Report status of preparation for inspection at Tiger Team planning meeting..... ☐

All administrative supplies should be in place to receive the IIT and USG escorts. See Tab C, Inspection Ops Center, for specific items required.

25. Provide support to Inspection Ops Center Coordinator, as directed ☐

The Administrative Assistant is responsible for faxing, copying, filing, routing, and organizing the administrative requirements in the Inspection Ops Center. See Tab C, Inspection Ops Center, for specific requirements on how to organize the files and logs required in the Inspection Ops Center.

26. Assist CIO in the preparation of the pre-inspection briefings..... ☐

An outline and template of a generic briefing is provided in Appendix B2. It is also stored on magnetic media as a PowerPoint brief and brought with the Tiger Team Documentation Specialist. Development of the final, site-specific briefing should occur between the CO, CIO, Tiger Team Leader, Tiger Team Treaty Expert, and security personnel. It is the responsibility of the Administrative Assistant to take the finished product and produce overhead slides and adequate paper copies as directed by the CO/CIO.

27. Report status of final preparations to CO at facility pre-arrival meeting..... ☐

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Phase 3 — Perimeter Negotiations/Final Preparations

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6

Phase 3 is the time period from IIT arrival at the facility to the crossing of the final perimeter by the IIT. Crossing of the perimeter can be as much as 72 hours after the IIT arrives at the facility.

Supply:

- 28. Develop a plan that provides for meals and snacks to the IPS and Tiger Team** ☐

Coordinate with the CIO upon initiation of Phase 3 to provide meals at duty locations during Phases 4, 5, and 6. If required, post or provide a schedule of serving times and locations.

- 29. Develop a plan that provides meals and snacks to the inspection team and the USG escorts** ☐

Coordinate with the CIO daily to provide a meal schedule that will facilitate the inspection. Utilize the discussion notes from negotiation sessions to help decide appropriate arrangements.

- 30. Provide supply support upon arrival of the IIT until completion of the recovery phase of the inspection**..... ☐

Transportation:

- 31. Coordinate with Base Escort Coordinator to determine vehicle support requirements** ☐

Determine number of vehicles required to support subgroup activity during perimeter activities and inspection activities. Support may start upon inspection team arrival at the local airport.

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- 32. Locate candidate rental vehicles to make up facility shortfalls ☐**

Administration:

- 33. Arrange for administrative support for perimeter negotiations ☐**

Additional personnel or equipment support may be required upon arrival of the IIT and USG Escort Team. Coordinate with the Inspection Ops Center Coordinator.

- 34. Attend facility post-negotiation meeting ☐**

Phase 4 — Inspection Activities

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6

Phase 4 is the time period from the IIT crossing of the final perimeter to the conclusion of the inspection by the IIT. Phase 4 can last up to 84 hours.

Supply:

- 35. Request and/or approve the loan or procurement of special equipment..... ☐**

Coordinate with the CIO. Could include handling equipment, safety equipment, etc.

- 36. Ensure building and room access during inspection (keys, locks, combinations) ☐**

Provide locksmith services as necessary. Coordinate with Safety, Security, and Inspection Ops Center Coordinator.

- 37. Provide video support if interviews are recorded..... ☐**

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Transportation:

- 38. Provide transportation support for all IPS members as required ☐**

Administrative:

- 39. Provide administrative support throughout the inspection as required..... ☐**

Coordinate with the Inspection Ops Center Coordinator.

Maintain a running log, generated by TIMS, of inspection activities. See Tab C for specifications.

Phase 5 — Post-Inspection Activities



Phase 5 commences immediately upon completion of the inspection.

Supply:

- 40. Provide audio-visual recording devices for use during debriefs and after-action reviews ☐**

Take direction from CIO concerning video support.

- 41. Arrange for a debriefing area and conference room for post-inspection debriefs ☐**

- 42. Participate in facility after-action review meetings ☐**

NOTES

43. Provide treaty support cost information to the CIO for the facility after-action report ☐

Transportation:

44. As directed by Inspection Ops Center Coordinator, coordinate any transportation needs with the USG Escort Team Leader ☐

This may involve transporting the team and any equipment to the airport.

Administration:

45. Provide for typing of minutes from any post-inspection debriefs and after-action review meetings ☐

Phase 6 — Post-Inspection Recovery



Phase 6 commences upon IIT departure. Phase 6 includes a complete post-inspection recovery and cleanup, continuing until the facility is fully restored to normal operating conditions.

Supply, Transportation and Administration:

46. Assist in returning facility to normal operation ☐

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